




# Possible Timeline for September Japan Trip



Time frame	Description	Completed
18 months to 2 years before	Meet with your Principal and Deputy to discuss the proposed Japan Trip and receive their support and approval to start organising	
18 months to 2 years before	Choose your Travel Agent. Start organising your itinerary. You can talk to other teachers, your Travel Agent, browse the internet, Lonely Planet.....you then will have your first draft for your itinerary.	
15 - 18 months before	Get a rough quote from your Travel Agent for your trip.	
Ongoing	Generate interest in your lessons about the Japan Trip, integrating parts of the itinerary, showing PowerPoint Presentations of where you went, where you will go and so on.	
August (or earlier)	An Expression of interest letter is sent home with interested students. Outline your itinerary, and an estimate of the cost.	
August P&C Approval - again at least 12 months before	You will need a <ul style="list-style-type: none"> <li>• completed Risk Assessment</li> <li>• Proposed itinerary</li> <li>• The Exemption form necessary as you will not be obtaining 3 quotes</li> <li>• Cost of the trip</li> <li>• How many staff you propose to take/ratios</li> </ul>	

<p>August</p> 	<p>Submit your Proposal to your Principal To do this you will need a number of forms completed.</p> <ul style="list-style-type: none"> <li>• Risk assessment</li> <li>• Letter from P&amp;C showing their support of the trip</li> <li>• The Exemption letter signed</li> <li>• Itinerary</li> <li>• Costing per student for the trip, teacher/student ratios</li> <li>• 12 year old prices are more expensive as they pay adult fares for transport, Universal Studios and some other entrances</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ideally you want your Principal approval before your first Parent Meeting. School Trips are now approved by your Principal.</li> </ul>	
<p>If receive back more than 30 replies then you can schedule an introductory meeting with parents to showcase what you will be doing on your trip At this meeting, the next letter can be handed out, outlining the non-refundable \$300 deposit required for the flight and accommodation bookings. This deposit goes directly to the Travel Agent (it is not held at school ) and is non-refundable. You need to make this very clear to parents and Caregivers.</p> <ul style="list-style-type: none"> <li>• This needs to also be ticked, signed and acknowledged, returned to school on the consent form.</li> </ul>		
<p>September</p>	<p>Introductory Meeting with families, students, teachers and Admin.</p> <ul style="list-style-type: none"> <li>• Outline the proposed itinerary,</li> <li>• Explain the \$300 non-refundable deposit,</li> <li>• Requirements for travel and expectations of the students on an international trip.</li> <li>• Show a fabulous PP to get them all interested</li> </ul>	
<p>August/September (12 months before)</p>	<p>Meet with your school Registrar to set up a payment system for the deposits</p>	

September/October	Students return completed consent forms and \$300 to the school	
End of November, early December	Jetstar release their prices for the following year. Your Travel Agent can book seats on the flight and secure your preferred accommodation.	
Either at the end of the year or very start of the next year	Set up a Payment Schedule with your Registrar at school. This must be a letter, not email, with a section to be ticked and returned to school signed acknowledging that payments need to be on time, and that late payments will jeopardise the student's place on the trip. Payments are made to the school and held until 65 days before travel when the school is invoiced for the total.	
Start of the new school year	Begin weekly meetings. These can be at lunchtimes or after school as some schools do.	
Each month	Check on progress of payments by families, follow-up any who are not adhering to the Payment Schedule	
March/April	Parent Meeting #2. Itinerary, Payment Schedule, What to Take, discussion and decision about Food Money. Question Time for parents and Caregivers	
June	Send back Group Information sheets to your Travel Agent Send completed Travel Insurance forms back to your Travel Agent	
June	Send Medical Forms home to be completed, once all returned, submit to school, you keep records too of course.	
July (65 days before)	Full payment due to your Travel Agent	
End of July/early August	Final Parent Meeting. Meeting #3 Students are issued with their travel documents, booklets handed out, list of what to take, communication while away, Phone Cards and Cash Passports distributed if ordered, followed by question time.	
September	Japan Trip - WOOHOO!!	

